

# SYCAMORE

## Job Description

### PROJECT ENGINEER

#### Reports to

Project Director

#### Job Purpose

Work with and assist the Project Management team. Successfully plan and complete a variety of projects. Work with and be responsible for individuals or a team of engineers. Be responsible for the tracking and coordination of projects from initial contact through to successful completion.

#### Duties and Responsibilities

- Interpret customer requirements including design, tackle engineering problems arising from those designs and ensure solutions are implemented.
- Take information from other Project Engineers to assist in the development of project programme or schedule.
- Track project changes and update schedules, inform engineering staff and management.
- Coordinate sub-contractor packages throughout projects and contracts.
- Create Bills of Material relevant to projects.
- Assist technically with quotation contents and information.
- Ensure the successful progression and completion of projects. Manage existing and specific accounts as requested and generally promote strong customer relationships.
- Coordinate and partake in project meetings. Participate in design reviews and revisions.
- Liaise with colleagues, customers and suppliers as required.
- Actively promote best practice at all times and in the best interests of the company.
- Be prepared to work away and make accommodation and travel arrangements.
- Review all URS documents, as part of the tender process, to ensure their suitability.
- Produce basic engineering drawings such as line diagrams and P&IDs.
- Ensure that Health and Safety guidelines are adhered to and a positive safety culture is encouraged. Be responsible for not only your own Health and Safety but those working with you.
- Have good communication skills, possess the ability to work as part of a team and meet deadlines.